

EXHIBIT 3A-3

HOMEOWNER REHABILITATION CHECKLIST

Admin Manual Exhibit

SUBMIT WITH SET-UP REPORT:

- | | |
|--|------|
| <input type="checkbox"/> Homeowner Rehab Set Up and Completion Report | 3-L |
| <input type="checkbox"/> Site-specific Environmental Review Checklist (original signatures) | 2M-2 |
| <input type="checkbox"/> Cost Estimate(s) for Rehabilitation Work and signed Contract(s) | -- |
| <input type="checkbox"/> An appraisal (Uniform Appraisal Report only), Letter of Fair Market Value or Tax Assessor Records (pre-approval of Program Officer is required) | -- |
| <input type="checkbox"/> LBP Notification Documentation (signature page only) | 2V-i |

SUBMIT WITH PAYMENT REQUEST:

- | | |
|---|-----|
| <input type="checkbox"/> Request for Payment Form (all sections) | 3-E |
| <input type="checkbox"/> Project Progress Report (signed by Grantee) | 3-J |
| <input type="checkbox"/> Contract Reporting Form (if paying contractor) | 3-I |
| <input type="checkbox"/> HUD Section 3 Summary Report Form (if paying contractor) | 3-H |
| <input type="checkbox"/> Summary of Project Expenditures (signed by Grantee) | 3-F |
| <input type="checkbox"/> Match Documentation | -- |

SUBMIT WITH COMPLETION REPORT:

- | | |
|--|-----|
| <input type="checkbox"/> Homeowner Rehab Set Up and Completion Form | 3-L |
| <input type="checkbox"/> Recorded Deed Restriction Agreement (first and last pages only) | 7-H |
| <input type="checkbox"/> If original appraisal did not indicate after-rehabilitation value, submit such documentation with the Completion Report | -- |

RETAIN IN CLIENT FILES:

- | | |
|---|----|
| <input type="checkbox"/> All of the above Set-up and Completion documentation | -- |
| <input type="checkbox"/> Program application | -- |
| <input type="checkbox"/> Income verification with source documents | -- |
| <input type="checkbox"/> Housing Inspection Form | -- |
| <input type="checkbox"/> Copy of all bid specs and bids | -- |
| <input type="checkbox"/> Copy of Final Inspection | -- |
| <input type="checkbox"/> Copies of all Lien Releases | -- |

RETAIN IN HOME PROJECT FILES:

- | | |
|--|----|
| <input type="checkbox"/> Support documentation for project and administrative expenditures | -- |
| <input type="checkbox"/> Match documentation | -- |
| <input type="checkbox"/> Copy of contractor debarment check | -- |

After all the projects have been completed, a Certification of Completion / Status of Funds Form and Closeout Certification must be sent to the Program Officer.

Copies of yearly audits for years during which HOME funds were received and disbursed must be submitted to the HOME Program.